

**Self Service Sign-in - Microsoft Internet Explorer provided by The State of Kansas**

File Edit View Favorites Tools Help

Address <https://sharp.state.ks.us/servlets/iclientervlet/ess/?cmd=login> Go Links

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## Self Service Center

Return to Employee Self Service Center

### Welcome to State of Kansas Employee Self-Service

After logging in you will be able to:

View	Update	Request
<ul style="list-style-type: none"><li>• Personal Data</li><li>• Benefits Confirmation Statement</li><li>• Training Summary</li><li>• Leave Balances</li><li>• Paycheck Information</li><li>• Total Compensation</li></ul>	<ul style="list-style-type: none"><li>• Benefits Open Enrollment (during the month of October)</li><li>• General Profile Information</li><li>• W-4 Information</li></ul>	<ul style="list-style-type: none"><li>• W-2 Reissue</li></ul>

If you encounter problems logging in, please contact the Help Desk at 785-296-1900 for assistance.

Employee ID:   
Enter your 11-digit State of Kansas Employee ID number

Password:

[Sign In](#) [Forgot Your Password?](#)

**Click on "Forgot your password"**

**\*\*Important information when using a shared or public computer\*\***  
To prevent others from viewing confidential information, it is always a good practice to close your browser after you sign out of Employee Self Service.

Done Internet

start | Inbox - Microsoft ... | Print Screen Delu... | Self Service Sign-... | 8:39 AM

**Forgot My Password - Microsoft Internet Explorer provided by The State of Kansas**

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Address [https://sharp.state.ks.us/servlets/iclientervlet/ESS/?ICType=Script&ICScriptProgramName=WEBLIB\\_KS.PORTAL\\_HOMEPAGE.FieldFormul...](https://sharp.state.ks.us/servlets/iclientervlet/ESS/?ICType=Script&ICScriptProgramName=WEBLIB_KS.PORTAL_HOMEPAGE.FieldFormul...) Go Links

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## Self Service Center

Home

### Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password created for you.

Enter your 11-digit Employee ID. This will be used to find your profile for authentication.

Employee ID:

[Continue](#)

**Enter your Kansas Employee ID number.**

**Letter "K" at the beginning must be "upper case" or "capitalized".**

**Then click on continue**

Done Internet

start | Inbox - Microso... | Print Screen De... | Forgot My Pass... | Document1 - Ml... | 8:46 AM

**Forgot My Password - Microsoft Internet Explorer provided by The State of Kansas**

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Address [https://sharp.state.ks.us/servlets/iclientservlet/ESS/?ICType=Script&ICScriptProgramName=WEBLIB\\_KS.PORTAL\\_HOMEPAGE.FieldFormula](https://sharp.state.ks.us/servlets/iclientservlet/ESS/?ICType=Script&ICScriptProgramName=WEBLIB_KS.PORTAL_HOMEPAGE.FieldFormula) Go Links

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## Self Service Center

Home

### Forgot My Password

**User Information**  
User ID: K0000162526

Please answer the following question and enter your birth date below for user validation.

**Question:** What was my mother's maiden name

**Response:**

**Date of Birth:**  (format: MM/DD/YYYY)

**Display New Password**

**Answer your secret question and enter your birth date.**

**Birth date must be in the proper format, example 10/31/1960**

**NOTE: Birth date must include slashes.**

**Click on Display New Password when complete**

**Forgot My Password - Microsoft Internet Explorer provided by The State of Kansas**

File Edit View Favorites Tools Help

Address [https://sharp.state.ks.us/servlets/iclientservlet/ESS/?ICType=Script&ICScriptProgramName=WEBLIB\\_KS.PORTAL\\_HOMEPAGE.FieldFormula](https://sharp.state.ks.us/servlets/iclientservlet/ESS/?ICType=Script&ICScriptProgramName=WEBLIB_KS.PORTAL_HOMEPAGE.FieldFormula) Go Links

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## Self Service Center

Home

Your new temporary password is **1UWDZL00%2**

Use this temporary password to enter the Employee Self Service Center. You will be directed to create a new password.

Click the OK button to return to the Self Service Center welcome page to sign in. (0,0)

**OK Cancel**

**Write down the password Self Service is giving you. All letters in the system-generated password are in upper case (capitalized).**

**This is a temporary password. You will be prompted to change it to a password of your own choice when you use it to sign on.**

**Click on OK**

**Self Service Sign-in - Microsoft Internet Explorer provided by The State of Kansas**

File Edit View Favorites Tools Help

Address <https://sharp.state.ks.us/servlets/iclientervlet/ESS/?cmd=logout> Go Links »

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## Self Service Center

Return to Employee Self Service Center

**Welcome to State of Kansas Employee Self-Service**

After logging in you will be able to:

View	Update
<ul style="list-style-type: none"><li>• Personal Data</li><li>• Benefits Confirmation Statement</li><li>• Training Summary</li><li>• Leave Balances</li><li>• Paycheck Information</li><li>• Total Compensation</li></ul>	<ul style="list-style-type: none"><li>• Benefits Open Enrollment (during the month of October)</li><li>• General Profile Information</li><li>• W-4 Information</li></ul>

If you encounter problems logging in, please contact the Help Desk at 785-296-XXXX

**Employee ID:**   
Enter your 11-digit State of Kansas Employee ID number

**Password:**

[Sign In](#) [Forgot Your Password](#)

**Enter your employee ID**

**Enter the password Self Service just gave you.**

**Click Sign In**

\*\*Important information when using a shared or public computer:  
To prevent others from viewing confidential information, it is always a good practice to close your browser after you sign out of Employee Self-Service.

Done Internet 8:58 AM

**New Password reasons - Microsoft Internet Explorer provided by The State of Kansas**

File Edit View Favorites Tools Help

Address <https://sharp.state.ks.us/servlets/iclientervlet/ESS/?cmd=login&languageCd=ENG&sessionId=> Go Links »

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## Self Service Center

**You must assign a new password because of one of the following reasons:**

- This is the first time you logged into Employee Self-Service
- Your password is over 30 days old.
- You have used the "Forgot Password" process to create a new, temporary password

Click the link below to go to the general profile page where you can access the change your password feature.

[Click here to change your password.](#)

**Please Note**

**Click on "Click here to change your password"**

Done Internet 9:09 AM

Self Service User Profile - Microsoft Internet Explorer provided by The State of Kansas

File Edit View Favorites Tools Help

Address <https://sharp.state.ks.us/servlets/iclientervlet/ESS/?cmd=userprofile>

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## Self Service Center

Home Sign Out

### General Profile Information

Quinn,Douglas E

#### Password

[Change password](#)

[Change or set up secret question help](#)

#### Personalization

Changes to Personalization settings require you to log off and log back on in order to take effect.

My preferred language for reports and email is:

Currency Code:

#### Email

Verify that this email address is your valid email address.

You must click on the "Save" button at the bottom of this page to save any changes you have made, including password and secret question. Verify with your Agency if you are allowed to use a personal email address on state equipment.

E-mail Address:

#### Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Done Internet

start Inbox - Microso... Print Screen De... 2 Internet Exp... Document1 - Mi... 9:10 AM



Self Service User Profile - Microsoft Internet Explorer provided by The State of Kansas

File Edit View Favorites Tools Help

Address <https://sharp.state.ks.us/servlets/iclientervlet/ESS/?cmd=userprofile>

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## Self Service Center

Home Sign Out

### Change password

Passwords must be between 8 and 12 characters in length with at least 1 numeric and 1 of the following special characters: ! # \$ % ^ & \* ( ) \_ = + | [ ] { } ; : ' / ? > <

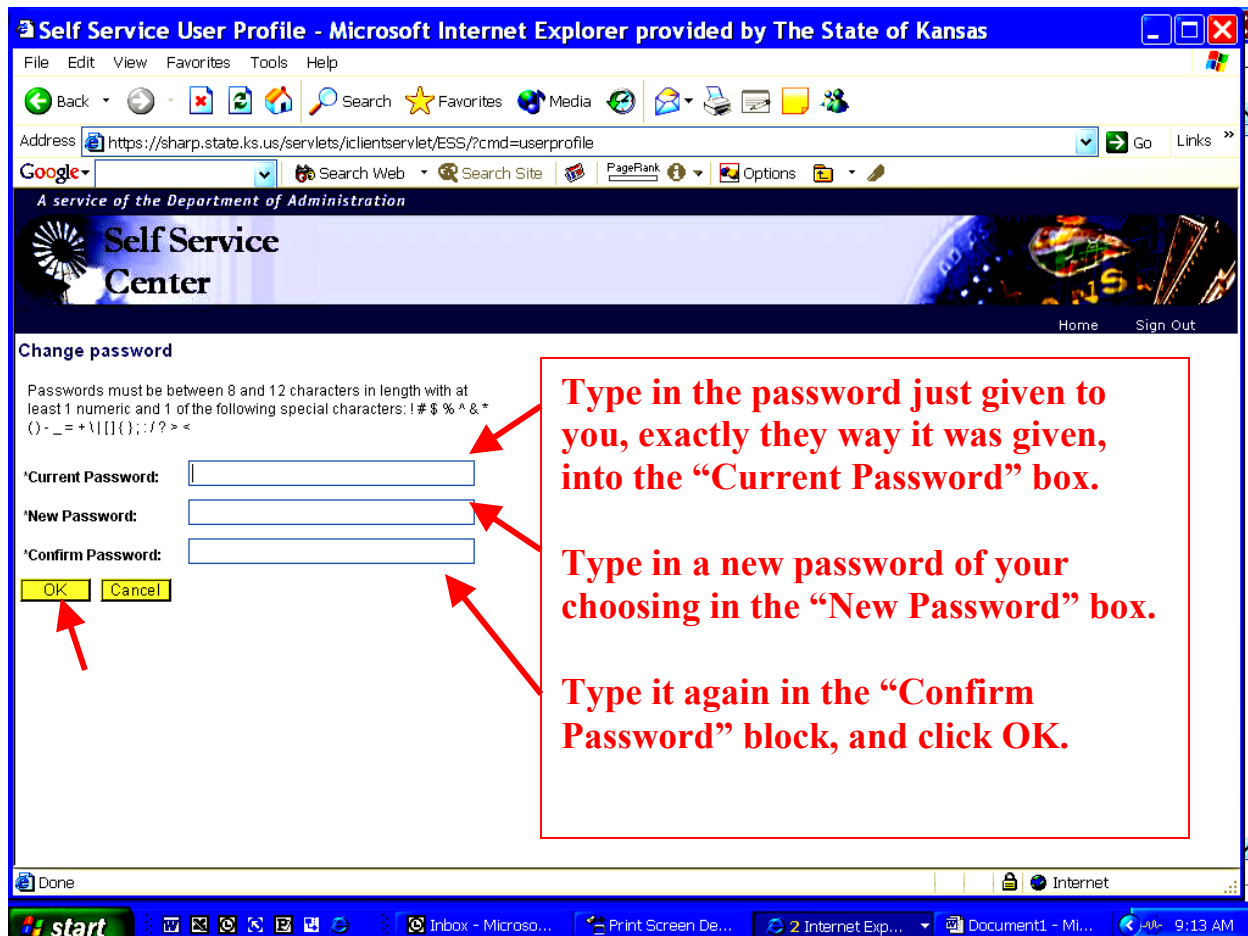
\*Current Password:

\*New Password:

\*Confirm Password:

Done Internet

start Inbox - Microso... Print Screen De... 2 Internet Exp... Document1 - Mi... 9:13 AM



**Self Service User Profile - Microsoft Internet Explorer provided by The State of Kansas**

File Edit View Favorites Tools Help

Address <https://sharp.state.ks.us/servlets/iclientservlet/ESS/?cmd=userprofile> Go Links »

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# Self Service Center

Home Sign Out

## General Profile Information

Quinn,Douglas E

### Password

[Change password](#)  
[Change or set up secret question help](#)

### Personalization

Changes to Personalization settings require you to log off and log back on in order to take effect.

My preferred language for reports and email is: English

Currency Code: USD

### Email

Verify that this email address is your valid email address.

You must click on the "Save" button at the bottom of this page to save any changes you have made, including password and secret question. Verify with your Agency if you are allowed to use a personal email address on state equipment.

E-mail Address:

### Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

start | Inboxes - Microso... | Print Screen De... | 2 Internet Exp... | Document1 - Mi... | 9:17 AM

You will be taken back to this page.

Scroll down to the bottom of the screen.

(See next screen below)

**Self Service User Profile - Microsoft Internet Explorer provided by The State of Kansas**

File Edit View Favorites Tools Help

Address <https://sharp.state.ks.us/servlets/iclientservlet/ESS/?cmd=userprofile> Go Links »

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# Self Service Center

Home Sign Out

Changes to Personalization settings require you to log off and log back on in order to take effect.

My preferred language for reports and email is: English

Currency Code: USD

### Email

Verify that this email address is your valid email address.

You must click on the "Save" button at the bottom of this page to save any changes you have made, including password and secret question. Verify with your Agency if you are allowed to use a personal email address on state equipment.

E-mail Address:

### Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

Effective Date:  (example:12/31/2000)

To Date:  (example:12/31/2000)

start | Inboxes - Microso... | Print Screen De... | 2 Internet Exp... | Document1 - Mi... | 9:16 AM

Once you get to the bottom of the screen, click on save.



Self Service User Profile - Microsoft Internet Explorer provided by The State of Kansas

File Edit View Favorites Tools Help

Address <https://sharp.state.ks.us/servlets/iclientervlet/ESS/?cmd=userprofile>

Google Search Search Web Search Site PageRank Options

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# Self Service Center

Home Sign Out

## General Profile Information

Quinn,Douglas E

### Password

[Change password](#)  
[Change or set up secret question help](#)

### Personalization

Changes to Personalization settings require you to log off and log back on in order to take effect.

My preferred language for reports and email is:

Currency Code:

### Email

Verify that this email address is your valid email address.

You must click on the "Save" button at the bottom of this page to save any changes you have made, including password and secret question. Verify with your Agency if you are allowed to use a personal email address on state equipment.

E-mail Address:

### Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

To leave this page you have to click on "Home" at the top of the page.

You will then be taken to the Self Service page where you can check the information you want.

start | Inbox - Microso... | Print Screen De... | 2 Internet Exp... | Document1 - Mi... | 9:17 AM

<https://sharp.state.ks.us/servlets/iclientervlet/ESS/?cmd=start> - Microsoft Internet Explorer prov...

File Edit View Favorites Tools Help

Address <https://sharp.state.ks.us/servlets/iclientervlet/ESS/?cmd=start>

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# Self Service Center

Home Sign Out

## State of Kansas Employee Self-Service Options

Benefits Open Enrollment  
During the month of October, update your benefit coverage.  
[Benefits Confirmation Statement](#)  
View your benefits confirmation statement.

[Update My Profile](#)  
Change your email address or password.

[View Personal Information](#)  
View your name, address, phone number, marital status, birthdate, original hire date.

[View Training Summary](#)  
View your training history.

[View Leave Balances](#) (Not available to Regent Employees)  
View your leave balance of the most current paycheck.

[View Paycheck](#) (Not available to Regent Employees)  
View current paycheck and history information.

[View Total Compensation Statement](#) (Not available to Regent Employees)  
View your total compensation from the previous year.

[Update W-4 Tax Information](#) (Not available to Regent Employees)  
Change your W-4 tax information.

Done | Internet | 9:19 AM